

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION				
Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST PANAMA		2. AGENCY ECON		3a. POSITION NO. 97-623503
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. REASON FOR SUBMISSION <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces Position No. <u>N11003</u> , <u>Pol Assistant</u> (Title) <u>1605</u> (Series) <u>FSN-10</u> (Grade) <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain) _____				
5. CLASSIFICATION ACTION	Position Title and Series Code		Grade	Initials Date (mm-dd-yy)
a. Post Classification Authority	Economic (Pol) Assistant, 1505		FSN-9; FP-5/1	MAM 08/12/09
b. Other				
c. Proposed by Initiating Office			FS-4/5	
6. POST TITLE POSITION (if different from official title) Economic/Political Assistant		7. NAME OF EMPLOYEE Vacant		
8. OFFICE/SECTION American Embassy Panama		a. First Subdivision Economic Section		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Typed Name and Signature of Employee      Date(mm-dd-yy)		10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  _____ Typed Name and Signature of American Supervisor      Date(mm-dd-yy)		12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)		
13. BASIC FUNCTION OF POSITION The incumbent fulfills the duties traditionally assigned to an ELO complementing the work of the Economic and Political Sections eight FSOs, two OMS, and four LE Staff. Assist the Economic and Political Sections on specific and as-needed projects. The position's key portfolios will be financial section, labor issues, human rights, and anti-trafficking in persons. Incumbent will also research, draft and report relevant economic and political issues. The individual reports to position #20-182000, works closely with the Political Section, and periodically leads/manages ad hoc teams.				
14. MAJOR DUTIES AND RESPONSIBILITIES				% OF TIME
See attached				

08-2003

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: BA or BS in history, government, language, management, liberal arts, economics, business, humanities, applied science, international relations, law, marketing or engineering is required.
- b. Prior Work Experience: One year of professional office level experience such as in government service, with a nongovernmental organization (NGO), in a corporation or small business, in education, or in political activities, demonstrating a high level of accomplishment and potential is required.
- c. Post Entry Training: On-the-job training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read): Level IV (Fluent) speaking/reading/writing English language is required. Level II (Limited Knowledge) speaking/reading/writing Spanish language is required.
- e. Job Knowledge: Must have basic knowledge of government structures, political parties and leadership, social development issues, and economics, including how they interrelate. Must be comfortable in an American workplace. Must have knowledge of foreign policy.
- f. Skills and Abilities: Must have initiative and a self-starter. Must be flexible, responsive and able to perform under the pressure of tight deadlines. Must be computer literate, including ease of using Word, Outlook, Excel, Power Point and the Internet. Must have the ability to obtain and analyze material from varied sources and prepare factual reports in precise and accurate form.

#### **16. POSITION ELEMENTS**

- a. Supervision Received: Reports directly to position #20-182000.
- b. Supervision Exercised: None
- c. Available Guidelines: 10 FAM, 11 FAM, cables, miscellaneous directives
- d. Exercise of Judgment: With often minimal supervision, must exercise sound judgment, know-how to achieve tasks. Must know when, how, and who to consult and exercise discretion in carrying out duties.
- e. Authority to Make Commitments: None
- f. Nature, Level and Purpose of Contacts: Must be able to develop and maintain high and intermediate levels in government.
- g. Time expected to Reach Full Performance level: Six months

#### 14. Major duties and Responsibilities (continuation)

##### ECON

50%

- Maintain contacts with labor unions and the Ministry of Labor. Draft the annual child labor report and the labor portions of the annual human rights report.
- Coordinate activities related to social development issues. Work with GOP, NGOs, and relevant USG agencies.
- Research and report on relevant economic issues, including labor trends.
- Monitor and report on developments concerning the education sector.

##### POLITICAL

45%

- Coordinate activities related to human rights. Work with GOP, NGOs, and relevant USG agencies.
- Coordinate activities and report on issues related to migration and refugees. Working directly with GOP authorities, non-governmental organizations (NGOs), other Embassy sections and the Departments of State and of Labor.
- Draft reports on human rights, religious freedom, and trafficking in persons as required.
- Support Political Section's coverage of events related to the elections and developments concerning democracy and civil society.

5%

- Other related duties as assigned